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- 1. d. Verify qualifications submitted with each recommendation. for participation in the Development Program.*
- 2. e. Issue circular announcement to Office Boards listing approved rotation nominations. (The list will contain full data on the individual plus the rotation appointment recommendation of the sponsoring Board.)*
- 3. f. Transmit recommendations to CIA Board for consideration.*

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4. ~~4.~~ Rotation by Exchange

*includes*  
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*comparable*  
a. (1) The exchange procedure authorizes Office Boards to recommend the "swapping" of rotation approved candidates. This will be used when the two positions in question are of corresponding responsibility. Respective grades of the position or incumbents need not be the same.

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*new positions*  
b. (2) The sponsoring Office Board will pay the rotatee from home office funds at his grade.

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*its*  
c. (3) The receiving Office Board will outline to the rotatee the responsibilities of the new position.

*period of time*  
d. (4) Exchange appointments will last for a minimum period of six months, and when practicable for a specific period of time.

*period of time*  
e. (5) Rotatees will be under the operational control of the receiving Office Board.

5. ~~5.~~ Rotation by Loan

*Office, the receiving Office will not furnish a replacement.*  
a. (1) The loan procedure authorizes Office Boards to recommend the temporary assignment of rotation approved candidates to another Office or to outside activities for the purpose of broadening an individual's knowledge of his field. In those cases where rotation by loan is to another Office, the receiving Office will not furnish a replacement.  
b. (2) The sponsoring Office Board will pay the appointee from home office funds at his grade. Rotation slots, allocated by quota outlined in Annex "A", will be available to each Office Board. These slots will be allotted by the CIA Board and will be "open" positions to accommodate any grade.

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C. (3) The receiving Office Board will outline to the appointee the responsibilities of his new assignment. The appointee is "on loan" to the receiving Office and will therefore not tie up authorized T/O positions. He will be assigned to a logical unit in the receiving Office's organizational structure.

*external to the Agency*  
d. (4) Loan appointments will last for a minimum period of ~~five~~ months, in order to include assignments to governmental and *private educational institutions.*  
e. (5) Appointees will be under the operational control of the receiving Office Board.

*Loan appointments within CIA will last a minimum period of six months.*

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